

Events at MCAD with Service of Alcohol

***The President must approve any plans to serve alcohol at MCAD or Whittier.
Food must be made available at any event at which alcohol will be served.***

MCAD Hosted Events:

A. If the event is private (the guests are employees or the event has an invited guest list), AND there is no charge for the event or for the liquor:

- There are no additional requirements. We do not need to use a caterer/bartender with a liquor license or obtain a temporary on-site liquor license.

Examples:

- the annual “welcome back” party for staff and faculty
- a Board of Trustees reception, with spouses invited
- an Alumni Board reception

B. If the event is private (as defined above), and MCAD is charging for the event or the liquor (note: asking for donations and putting out a tip jar are both considered “charging”); OR, if the guests include the public (the event is open to anyone, advertised publicly or tickets can be purchased by anyone), regardless of any monetary exchange, the following are required:

- A caterer/bartender with a liquor license and appropriate liquor liability insurance must pour the liquor; MCAD will need copies of this documentation.
- AND we need a temporary on-site liquor license from the city of Minneapolis.*
 - we are limited to a specific quantity of these a year (for a maximum of 12 days per calendar year or 1 event per 30-day period)
 - the Business Office will process these; plan on 8-10 weeks for approval
 - the fee for the license is \$214 (subject to change by the City of Minneapolis)

These requirements apply even if MCAD purchases the liquor wholesale or receives donated liquor.

Examples:

- a Gallery show opening
- the Art Sale
- an alumni event that charges a fee for admission

Outside Organization Hosted Events:

A. If the event is private (the event has an invited guest list), and there is no charge for the event or for the liquor:

- A caterer/bartender with a liquor license and appropriate insurance must pour the liquor. MCAD must receive a copy of the following:
 - the caterer’s/bartender’s liquor license
 - Certificate of Insurance from both the caterer/bartender and the host entity, naming MCAD as an Additional Insured (see attachment for minimum insurance required) .

B. If event is private, and the organization is charging for the event or the liquor (note: asking for donations and putting out a tip jar are both considered “charging”); OR If the guests include the public (the event is open to anyone, advertised publicly or tickets can be purchased by anyone), regardless of money exchange, the following are required:

- A caterer/bartender with a liquor license and appropriate insurance must pour the liquor.
- AND the organization must have temporary on-site liquor license from the city of Minneapolis.*
- MCAD must receive a copy of the following:
 - the caterer’s/bartender’s liquor license
 - the temporary on-site liquor license from the city
 - a Certificate of Insurance from both the caterer/bartender and the host entity, naming MCAD as Additional Insured (see attachment for minimum insurance required)

Events at the Whittier Studios

If the event is being held at the Whittier Studios, MCAD’s lease agreement with the building owner requires MCAD to provide liquor law liability insurance naming the landlord as an additional insured. MCAD must provide notice to the landlord when these events are occurring including contact information for the licensed/insured bar tending company, contact information for the staff/faculty member, date/time, number of attendees, general details, etc.

*(a) A club or charitable, religious or other nonprofit corporation in existence for at least three (3) years or a political committee registered under Minnesota Statutes Section 10A.14 may obtain an “on-sale” license to sell liquor for consumption on premises specified in the license, including school buildings and school grounds.